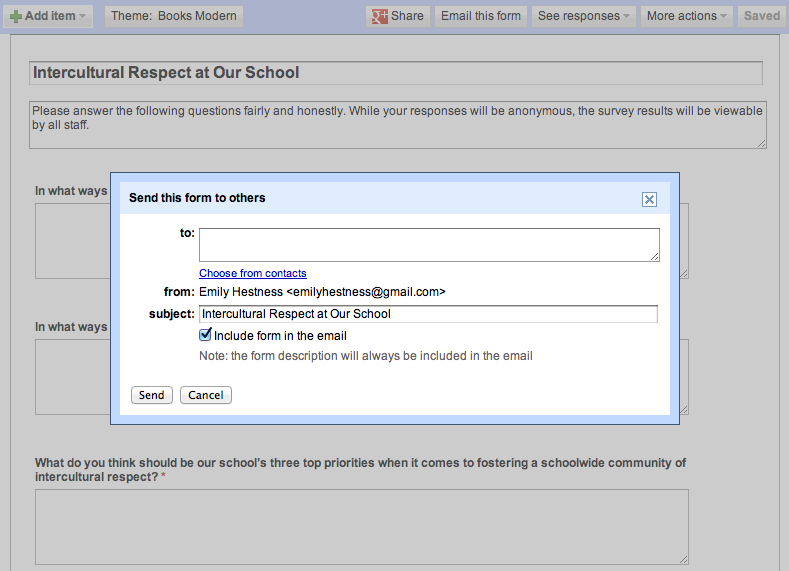
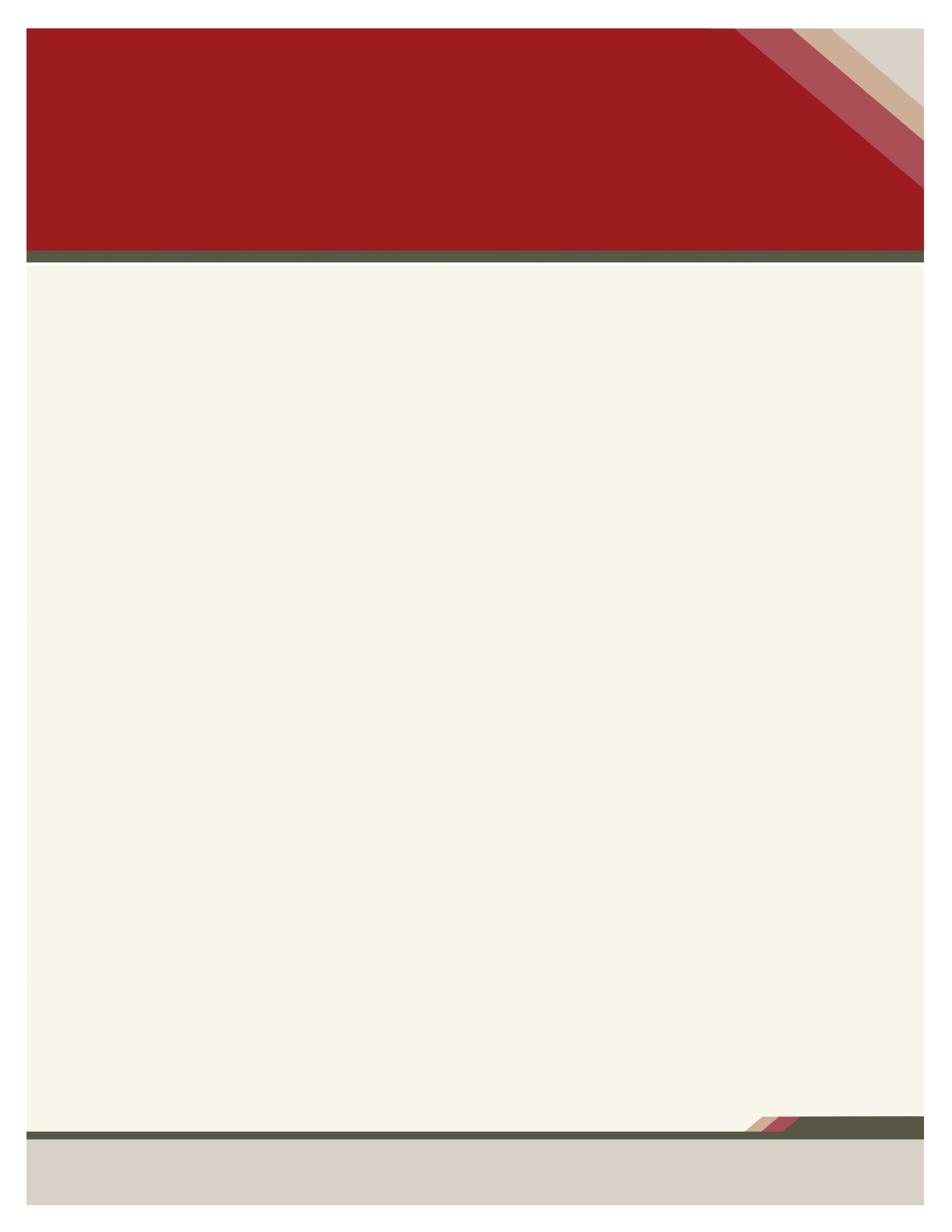
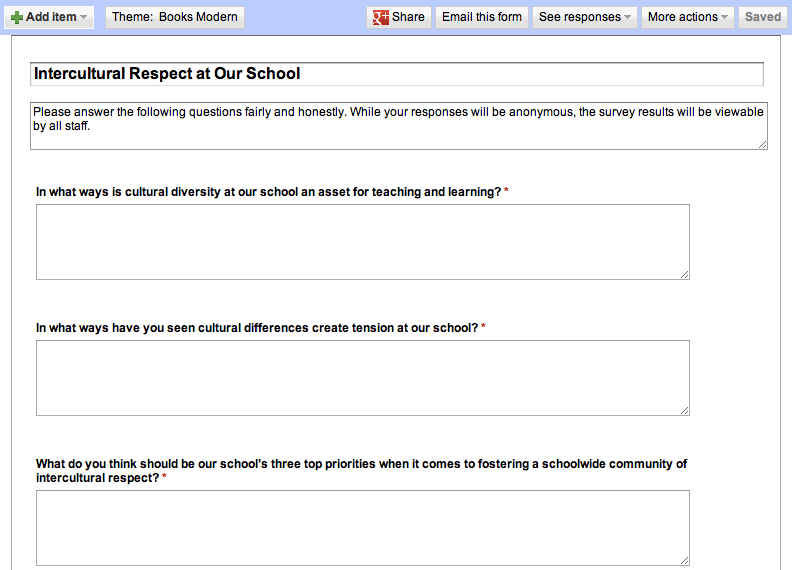
How TO:

Survey School Staff about intercultural respect issues using Google Forms

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Under the Theme menu, select a design template for your survey.

STEP 4

STEP 3

Add survey questions. You can use these [general questions](https://docs.google.com/spreadsheet/viewform?fromEmail=true&formkey=dHh4QWtXNlZ6bmktYnJnM19vcVRWeFE6MQ), or create more context-specific questions of your own.

STEP 2

Under the *Create* menu, click *Form.*

STEP 1

Use your Google account to log in to [Google Drive](https://drive.google.com/).

teacher viewpoints

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**Difficulty:**

Easy

**Time:**

15 minutes

**Who:**

Administrator or lead teacher creates the survey; all teachers provide survey feedback

**Materials:**

Computer with Internet access; list of survey questions specific to your school context

Surveying teachers about their views on sensitive issues can be a good way to begin valuable schoolwide conversations. In this how-to, you will learn how to create a survey analyzing teachers’ perceptions of intercultural respect at your school. The results will be viewable by all teachers, so they can gain a sense of their colleagues’ views and begin to identify priority issues for promoting intercultural respect at your school.

STEP 7

Once the survey completion deadline has passed, email the link to view the survey results. While the form is in Spreadsheet mode, go to *Share* and select *Share link via email*. Enter email addresses.

When finished, click *Email this form* at the top of the screen and send it to all staff. Specify the deadline for completing the survey.

STEP 5

STEP 6

So that teachers can view the results later, under the *See responses* menu, click *Spreadsheet*. Click the *Share* button. Under *Who has access*, select *Anyone who has the link can view*.

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